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Office of Personnel Management

FWS Key Level Definitions for Production Facilitating Jobs

(SPECIAL PAY PLAN)

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KEY LEVEL DEFINITIONS FOR PRODUCTION FACILITATING JOBS

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KEY LEVEL DEFINITIONS FOR PRODUCTION FACILITATING JOBS

INTRODUCTION

Based upon recommendations of the National Wage Policy Committee, in 1972, the Civil Service Commission approved a special pay plan for wage employees in production facilitating operations. The pay plan restored and maintained the pay relationships that formerly existed under the pre-1972 Department of the Navy wage system between the pay of its production facilitating employees and its wage supervisors.

This publication contains the key level definitions to be used for determining the pay levels of production facilitating wage jobs covered by the special pay plan adopted in 1972 (see Part I for nonsupervisory definitions and Part II for supervisory definitions). It has been revised and reissued to delete reference to numbers of subordinates supervised in Part II.

Complete instructions on the coverage and application of the special production facilitating pay plan are in the Operating Manual for the Federal Wage System.

PART I NONSUPERVISORY KEY LEVEL DEFINITIONS

KLD #001

CFWS -- KEY LEVEL DEFINITION

PLANNER AND ESTIMATOR

Summary

Participates in planning for construction, maintenance, repair, or manufacturing projects by determining facilities, equipment, material, and numbers and categories of shop personnel required. Prepares specific breakdowns and detailing of these items. Estimates labor and material costs. From major work requests, engineering plans, and similar information, estimates costs and prepares job order specifications assigning work to shops or trade groups in accordance with nature of work and manpower requirements. Initiates procurement of material required by job order specifications. Participates in conferences and makes worksite inspections to determine planning requirements. Revises plans and estimates as work progresses. May direct the work of one or more Assistant Planner and Estimators.

Typical Work Performed

Typical duties in ship construction, repair, overhaul, and conversion. Analyzes authorizations to make major alterations to a ship, engineering plans, experience records, ships' work requests, and similar items; and, in coordination consultation with others, prepares plans and estimates of costs, facilities, material, and shop worker hours required for projected work. Participates in arrival conferences to give estimates and advice on detailed items of work authorized. As necessary, inspects shop to determine nature and sequence of work required on specific items. Translates work requests into job orders to shops and occupational groups, designating lead shops, work sequence, and allowable costs. Also designates applicable engineering plans and blueprints for each shop and provides liaison for their issuance by the design division. Revises plans and estimates as the work progresses. Prepares reports and maintains experience records. Maintains material control by screening requests for proper identification and accounting, and by investigating availability of material, sources of supply or manufacture, and possibility of substitutions. Prepares orders for reserving material. Prepares requisitions and purchase requests. Estimates or designates delivery dates. On the basis of experience with material supply and material requirements of various work projects, attempts to forestall shortages, delayed deliveries, pileups, and excesses. May prepare detailed specifications and estimates for competitive bids and contract work. May analyze commercial bids, make

recommendations for awards, and make recommendations for negotiations of prices for changes in original specifications.

Typical duties in overhaul and repair of aircraft and aircraft components. From analysis of work orders or work requests for manufacture or repair of aircraft, aircraft engines, or other aeronautical material, determines parts, tools, other equipment, and technical information required. Examines, if necessary, the aeronautical equipment to be repaired or modified to determine the extent of the work required. Considers the priority of the project in accordance with official directives and program requirements or limitations. Plans sequence of operations. Estimates costs and time, equipment, material, and manpower requirements.

Prepares master

schedules for the planning organization, planning work flow by divisions, branches, or other principal checking points. Prepares directives, designating work to be done by shops or occupational groups, and designating starting and completion dates. Estimates long-term material requirements on the basis of Command schedules and estimates. Establishes high-low stock requirements and prepares requisitions for stock procurement or manufacture. Recommends sources of supply, estimates availability of supplies, and recommends acceptable substitutions where necessary. Prepares directives incorporating "changes" or "bulletins" in work processes. Assists on prototype projects by determining the material and equipment required, the number of working units required to meet a given schedule, the appropriate inspection check points, the appropriate manhour allocations, and the time required to reach a satisfactory production rate.

Typical duties in repair, overhaul, alteration, or manufacture of ordnance equipment.

Analyzes production orders, authorizations to make major alterations to ordnance equipment, engineering specifications, experience records, and production records. Makes preliminary plans for work projects by surveying shops for determination of work methods and procedures; and estimates equipment, material, labor, cost, and worker hours required. Prepares detailed job orders outlining work methods and procedures, and specifying lead shops, other shops, and sequence of operations. Reviews drawings and other specifications. Where appropriate, suggests changes to facilitate manufacture or reduce costs. Lists material requirements and specifications, and worker days required at each stage or shop. Revises plans and estimates as work progresses, recommends changes in methods or material substitutions as necessary, and changes plans in accordance with changes in priorities, material availability, shop workload, and similar factors. Initiates action to procure or reserve material, prepares material requisitions, makes inquiries of private dealers regarding availability of material, and recommends sources of supply. May investigate differences between estimated costs and actual costs upon completion of work in order to correct basis of future estimates. May do process and tool analysis to determine machines and tools to be used, sequence of operations, and time required.

Typical duties in the production, rework, loading, and assembly of ammunition. Plans work for production or loading lines in accordance with type of equipment and personnel in each line. Issues job orders to the various lines, detailing work to be done, and specifying material and components to be used. Estimates requirements for ammunition components and other material, and initiates action to procure required material from the Command, stock office, or commercial suppliers. Details specifications for commercial suppliers. Coordinates work flow between different production lines. Studies work organization and methods and makes appropriate recommendations for changes to increase general efficiency or to meet special circumstances. Keeps records of work in progress or planned. Estimates daily production, personnel required, and unit costs. Assists in setting up flow plans for production lines.

Typical duties in the maintenance, repair, alteration, and minor new construction of activity facilities. Analyzes work to be accomplished in the light of accepted trade practices, pertinent specifications, drawings, and sketches. Prepares detailed job orders. Assigns work in the most efficient job sequence to work centers involved. Estimates total man-time requirements, and details labor costs by shop, using engineered performance standards, when available, historical data, and by the application of knowledge acquired as a tradesman. Determines amount and type of material needed by each shop and estimates overall material costs.

May prepare detailed cost estimates for submission to the management Command in connection with projects requiring special authorization and allotment of funds by the Command.

May, in addition to the above, on a regularly scheduled basis or on specific requests, perform diagnostic inspection, and perform or witness tests on station facilities and structures, and related electrical and mechanical systems and equipment. Prepares written reports of such inspections, including locations, nature, and extent of deficiencies, and major items of material required to correct them. From examination of inspection reports, emergency service work authorizations, and other maintenance records, recommends changes in the frequency and scope of regularly scheduled maintenance inspections.

Pay Level

The pay level of all Planner and Estimator positions is **WD-8**.

KLD #002

**CFWS -- KEY LEVEL DEFINITION
ASSISTANT PRODUCTION SHOP PLANNER**

Summary

Assists a Production Shop Planner in the operation of a major control center, or has full responsibility for a minor control center, to control the flow of materials to and from various manufacturing, repair, or process shops.

Typical Work Performed

Assists a Production Shop Planner in a major control center for a shop or group of shops which accomplish extensive manufacturing or repair operations where the extent of such operations is not standardized for all items repaired. For example, an auxiliary power equipment overhaul shop is usually typical of this circumstance. May take full charge of a minor control center where all operations are typically standardized and the work involves a largely routine process flow. Typical of such situations are control centers in certain accessory shops where 100 percent replacement of parts is always made, or process shops where cleaning, plating, and painting operations are almost completely standard. Performs several, but not all, of the following functions.

As work is received in the control center, examines it both from the standpoint of the condition of the physical parts and mechanical assemblies, etc., and also from the standpoint of the operations to be performed. On the basis of prescribed starting dates, either readies work for immediate induction into the shop or stores it in control center holding area for later induction. Readies work for mechanics by identifying parts with attached documents, insuring that all necessary parts are present, insuring that all necessary blueprints and other specifications and information are available, and obtaining all required tools, materials, and supplies.

From visual examination of work, determines whether all or only a portion of standard shop operations are required or whether additional nonstandard shop operations are required. As necessary, makes subroutings to shops served by other control centers. Ascertain appropriate worker hours or flow time required to perform the operations, and also the trade skills, production equipment, technical information, and materials required.

Maintains continuous appraisal of present and prospective workload as against shop capacity and attempts to maintain efficient balance. Analyzes shop day-by-day workload as shown on schedules of worker hours required for each major work program and adds such additional work from component repair schedules or advance work in holding areas as is appropriate to keep shops operating at efficient capacity.

Initiates action to obtain required materials from shop stores, supply salvage, or other assigned work programs. Reports any work stoppage occurring because of lack of material. Attempts to find acceptable substitutes when specified materials are unavailable. When recurrent shortages indicate changed usage factors, reports such changes for use in altering provisioning schedules.

Analyzes causes of work delays and attempts to foresee and forestall potential delays. Expedites work by direct action of control center where possible and through reports and recommendations to higher levels when necessary.

Maintains records of work in process and in delay. When work is completed, insures that job cards are properly made out, releases the move card, and dispatches material.

Maintains current files of technical data pertinent to shop operations and keeps shop line supervision informed on changes in specifications and work requirements.

May direct work of assisting personnel.

Pay Level

The pay level of an Assistant Production Shop Planner is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WD pay level is: |
| WG- 7 | WD-1 |
| WG- 8 | WD-2 |
| WG- 9 | WD-3 |
| WG-10 | WD-4 |
| WG-11 | WD-5 |

*KLD #003***CFWS -- KEY LEVEL DEFINITION
AIRCRAFT EXAMINER***Summary*

Examines and evaluates the condition of aircraft, aircraft engines, and their components and accessories to determine the depth of overhaul required for the particular aircraft and engines. Determines general condition, prescribes extent of disassembly, and specifies any departures to be made from standard overhaul process.

Typical Work Performed

Reviews log books of aircraft or engines to obtain such information as number of hours flown, location and conditions of operating (as, for example, whether carrier or land based), any crash damage sustained, incorporation of changes, routine discrepancies, and other factors significant to determining the required depth of overhaul. Through functional tests and visual examination, determines the condition of the aircraft, aircraft engines, or component.

Working from aircraft condition reports, schedules, production orders, change listings, and similar planning items, and from standard disassembly and overhaul processing directives, determines the extent of disassembly and overhaul processing directives, determines the extent of disassembly or type of overall required. Determines which components meet quality standards and decides which can be left on the aircraft and which must be removed to give access to other components. Determines which components that do not meet standards can be repaired on the aircraft, which must be removed and given standard overhaul processing, and which, although they must be removed, can be repaired by less than standard overhaul. Considers general condition of the aircraft, total number of hours flown, changes incorporated, availability of materials, shop loading, and similar factors.

Completes paper work to effect proper routing and sequence of work through shops in accordance with decisions made on depth of overhaul required.

Provides lists of items which are missing or beyond economical repair so that replacements will be made available through the supply system.

Pay Level

The pay level of an Aircraft Examiner is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WD pay level is: |
| WG- 9 | WD-5 |
| WG-10 | WD-6 |
| WG-11 | WD-7 |
| WG-12 | WD-8 |
| WG-13 | WD-9 |

KLD #004

**CFWS -- KEY LEVEL DEFINITION
ASSISTANT PROGRESSMAN***Summary*

Assists in scheduling and expediting work among different production shops, and between shops and outside work sites by making preliminary schedules for flow of work, equipment, and materials. Under the direction of a Progressman, follows up on work projects, observes delays or anticipated delays, confers with Progressman about causes, and follows up on recommended corrective actions.

Typical Work Performed

Assists in maintaining surveillance over work orders and materials assigned to a shop for manufacture or assembly. Assists in expediting work and materials into and through shop, and performs necessary liaison work between the shop and various other departments or shops within the organization. Follows up on work by means of written records and direct observation. Makes tentative recommendations about changes in procedure, machinery setup, use of additional or different equipment, where appropriate, to facilitate the work and meet scheduled dates. As directed by a Progressman, takes necessary action to reschedule jobs affected by schedule changes, and to insure that materials and tooling are available to accomplish the work. Under the direction of a Progressman, coordinates checkoff lists and integrates detailed schedules with master schedules to establish process times. Maintains followup records and prepares reports.

Pay Level

The pay level of an Assistant Progressman is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WD pay level is: |
| WG- 7 | WD-2 |
| WG- 8 | WD-3 |
| WG- 9 | WD-4 |
| WG-10 | WD-5 |
| WG-11 | WD-6 |

KLD #005

**CFWS -- KEY LEVEL DEFINITION
ASSISTANT PLANNER AND ESTIMATOR**

Summary

Assists in planning construction, repair, or manufacturing projects by making preliminary investigations of assigned portions of the project and tentatively identifying the facilities, equipment, material, and manpower which will be needed. Under direction of a Planner and Estimator, prepares detailed estimates of facilities, equipment, materials, and numbers and categories of personnel required, and develops estimates of labor and material costs for the assigned portion of a project. Drafts job order specifications for approval by the Planner and Estimator. Attends conferences concerning provisioning, documentation, and related matters. Conducts work site investigations of assigned projects or portions of projects. Usually works on one segment of a larger project for which a Planner and Estimator is responsible.

Typical Work Performed

Compiles technical data, processing data, and progress data to maintain records of overhauls, modification, conversion, repair, salvage, and preservation of aircraft, aircraft engines, and components of these. Prepares bills of materials from drawings and other technical data. Screens logs of aircraft and aircraft engines to obtain significant information for use of the Planner and Estimator. Develops detailed workload schedules for assigned phases in the sequence of operations determined by the Planner and Estimator. Compiles data on worker hours and costs for use by the Planner and Estimator. As directed by the Planner and Estimator, investigates problems which shops or control centers have regarding parts and materials. Prepares orders directing release of work to shops, and submits them to the Planner and Estimator for approval. Compiles usage data for the Planner and Estimator. Makes periodic checks of stock usage to assure that stock level is maintained between high and low points determined by the Planner and Estimator. As directed, investigates aspect of problems concerning sources of supply, substitutions, and interchangeability of materials and components. Investigates bottlenecks and delays.

Pay Level

The pay level of an Assistant Planner and Estimator is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WD pay level is: |
| WG- 7 | WD-2 |
| WG- 8 | WD-3 |
| WG- 9 | WD-4 |
| WG-10 | WD-5 |
| WG-11 | WD-6 |

CFWS -- KEY LEVEL DEFINITION SHOP PLANNER

Summary

Reviews work orders, related instructions, and drawings to determine materials and equipment needed to accomplish desired station facility maintenance and repair work. Initiates requests for material procurement, and insures that delivery is coordinated with shop schedules. Follows progress of work and assists other planners, shop supervisors, and Maintenance Schedulers in eliminating backlogs and revising material requirements lists and completion dates.

Typical Work Performed

Reviews work orders prepared and issued by Planner and Estimators. Reviews drawings or blueprints, and, on the basis of knowledge of shop operations and trade practices, determines material, equipment, and tools needed to accomplish the specified work.

Checks material indicated on job orders or material lists, to be sure that it is complete and correct for the work to be done. Initiates procurement of material by preparing stub requisitions for material in shop stores. Prepares request forms for materials to be procured outside the activity. On outside purchases refers to parts lists, manufacturers' catalogs, material specifications, and similar sources. Occasionally, telephones suppliers to locate and secure prices on needed material.

Advises the Maintenance Scheduler that material is either available at the station or has been ordered, and gives approximate delivery dates. Follows up to assure timely delivery of material, and requests supply department or private suppliers to expedite slow shipments or urgently needed items. Advises supply when and where delivery is to be made so that it coincides with scheduled work dates.

Advises the Maintenance Scheduler when material is on hand so that the work may be scheduled. Works with shop supervisors and other planners in coordinating work among several shops on the basis of material availability. Suggest schedule revisions when material is delayed. Assists shop supervisors and Planner and Estimators in determining appropriate substitute material. Secures any additional material needed as a result of changes. Follows progress of work through visits to work sites or daily work progress reports submitted by shop supervisors. Reports delays and bottlenecks to the Maintenance Scheduler. From knowledge of the work in the several shops, assists the Maintenance Scheduler in revision of schedules necessary because of delays. Provides the Maintenance Scheduler with information regarding material availability, and possibility of borrowing material from other jobs.

Arranges for return of plans and unused material after completion of the work. Maintains file of manufacturers' catalogs, parts lists, material specifications, and similar documents.

May make arrangements for necessary work permits or safety clearances and notifies affected parties prior to start of work.

Pay Level

The pay level of a Shop Planner is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WD pay level is: |
| WG- 7 | WD-2 |
| WG- 8 | WD-3 |
| WG- 9 | WD-4 |
| WG-10 | WD-5 |
| WG-11 | WD-6 |
| WG-12 | WD-7 |
| WG-13 | WD-8 |
| WG-14 | WD-9 |

KLD #007

**CFWS -- KEY LEVEL DEFINITION
PRODUCTION SHOP PLANNER***Summary*

Reviews job orders, related instructions and drawings received in a production shop to determine manpower, materials, and equipment needed to accomplish the work outlined. Determines appropriate shop work areas, schedules work within specific shops, itemizes list of materials needed, initiates request for material procurement, and insures that delivery is coordinated with shop work schedules. Follows progress of work and assists other Planners and shop supervisors in eliminating backlogs and revising material requirements lists and completion dates.

In a separate work situation, operates a major control center to control the flow of materials to and from various manufacturing, repair, or process shops.

Typical Work Performed

Reviews job orders prepared and issued by Planner and Estimators. Determines proper work areas within the shop and routes copy of work order to the supervisors concerned. Reviews blueprints and the bill of materials and, from knowledge of shop operations and trade practices, determines material, equipment, and tools needed to accomplish the work specified. Details suboperations not included on job order. Itemizes material required on a material record card which he maintains throughout the job.

Reviews worker hour estimates supplied by Planner and Estimators, discusses apparent discrepancies with shop supervision, and suggests needed changes to Planner and Estimators.

Initiates procurement of material by preparation of stub requisition for material in shop stores. Prepares material request forms for materials to be procured outside the activity as the need occurs. On such outside purchases, refers to parts lists, manufacturers' catalogs, material specifications, and similar sources. Occasionally contacts suppliers by telephone to locate needed material and obtain prices. Indicates status of material (location if in activity inventory --expected delivery date if outside purchases, etc.) on material record card. Insures that all material meets specifications. Sends questionable items to laboratory for test and analysis. Follows up to assure timely delivery of material and contacts supply department or private suppliers to expedite slow shipments or urgently needed items. Advises supply when and where to deliver material so that such delivery coincides with work dates scheduled. Arranges with activity transportation officials for movement of material.

Works with shop supervisors and other planners in coordinating work among the several work areas of a shop. Suggests schedule revisions to the scheduling section where dictated by material considerations. May attend scheduling conferences to represent shop in determining schedule dates. Assists shop supervisors in determining appropriate substitute material and suggests such substitutes to engineering personnel who make final decisions except on standard, interchangeable items. Procures additional items needed due to supplementary work orders, unforeseen problems, etc., and special material needed to complete the job.

In some shops such as Sheet-Metal Shop and Machine Shop, a great deal of intrashop scheduling over and above that provided in the work order is required because a multiplicity of work "packages" often is needed to accomplish a complete job in these shops. In these instances, the Production Shop Planner schedules each phase of the job or package in his shop by proper sequence and designates manpower, materials, and equipment required at each stage. May designate assisting trades. Coordinates his own shop schedule with those of other shops. Assures that all blueprints, materials, etc., are available; may prepare sketches as necessary. Follows progress of such work. Requests scheduling section to revise overall schedules when this becomes necessary.

Determines work required on "open and inspect" jobs and prepares request for Revision of Estimate indicating material and time requirements.

Arranges for return of plans, unused material, etc., after completion of the work.

Maintains shop files of manufactures' catalogs, parts lists, material specifications and similar documents.

May make arrangements for any necessary work permits or safety clearances, and notify affected parties before start of work.

When responsible for the operation of a major control center, controls the workload of a shop or group of closely related shops by performing functions concerned with receiving work, routing, dispatching, and reporting. Accomplishes control center functions either personally or through direction of assistants, such as Assistant Production Shop Planners or other assisting personnel.

Pay Level

The pay level of a Production Shop Planner is shown by the following table:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WD pay level is: |
| WG- 7 | WD-3 |
| WG- 8 | WD-4 |
| WG- 9 | WD-5 |
| WG-10 | WD-6 |
| WG-11 | WD-7 |
| WG-12 | WD-8 |
| WG-13 | WD-9 |
| WG-14 | WD-10 |
| WG-15 | WD-11 |

KLD #008

**CFWS -- KEY LEVEL DEFINITION
SHIP SURVEYOR***Summary*

In connection with repair or overhaul work done by private contractors on ships' structures and systems, determines work required; estimates materials, labor costs, and time required; and prepares detailed work specifications. Also inspects work in progress and, upon completion, performs and witnesses tests, and makes final acceptance or rejection decisions.

Typical Work Performed

Makes preliminary inspections to ascertain the detailed repair work required. Writes specific and precise instructions for work to be done by contractors' employees. Interprets specifications and Navy job requirements to insure that contractor personnel understand the work to be done. Estimates labor and material costs and the time required to accomplish specific work items so that contract administrators can determine the propriety of contractor's work forces to insure that it is in accord with plans, specifications, orders, directives, and sound shop and marine practice. Maintains pertinent records.

When acting as the Navy's only on-the-job representative at a private shipyard or ship repair facility, transmits information relating to the job between the contractor and the Navy's contracting office.

Pay Level

The pay level of all Ship Surveyor positions is **WD-8**.

KLD #009

CFWS -- KEY LEVEL DEFINITION MAINTENANCE SCHEDULER

Summary

Schedules work among the various work activities engaged in station facility maintenance and repair operations, and between the work activities and outside work sites; authorizes initiation of work projects, and balances workload and available manpower; checks progress being made on job orders and reschedules work when necessary.

Typical Work Performed

Reviews job orders and accompanying plans, material lists, etc. Based on information regarding manpower; machine, tool, equipment, and material availability; current workload; priorities and deadlines; weather conditions; etc., and working within the overall calendar and man-time estimates established in the job order, schedules a starting and completion date for each specified work operation to be performed (carpentry, plumbing and pipefitting, electrical, machinery, etc.).

Schedules work for concurrent performance where possible, or in most effective sequence to insure required progress of shop operation. Authorizes work and the man-time that may be expanded in any single calendar period on each project by initiating release of work schedules.

May further analyze material requirement of original estimates in order to determine commercial sizes needed, consider possibility of substituting materials, and initiate procurement of materials.

Checks progress on job orders by observing master schedule boards, and reviewing periodic progress and manpower reports from work activities. Reschedules work delayed by weather conditions, unavailability of materials, etc., to period when manpower is available.

Pay Level

The pay level of all Maintenance Scheduler positions is **WD-7**.

KLD #010

**CFWS -- KEY LEVEL DEFINITION
PROGRESSMAN***Summary*

Schedules and expedites work among different production shops, and between shops and outside work sites. Prepares detailed schedules for flow of work, equipment, and materials. Follows up on work projects, observing delays or anticipated delays, determining causes, and taking or recommending corrective actions.

May direct the work of one or more Assistant Progressman.

Typical Work Performed

Typical duties in repair, overhaul, alteration, or manufacture of ordnance equipment. Analyzes job orders, engineering plans and specifications, and similar information to determine job requirements. Prepares detailed schedules for shop and assembly work, indicating flow of work between shops and stations, length of time allowed for each operation, the sequence and priority of operations, and the starting and completion dates. Follows up on work by means of written records and direct observation. Attempts to locate actual and potential causes of delay, and takes or recommends corrective action. Expedites delivery of materials from supply to shop or assembly point. Recommends changes in procedure, setting up of additional or different equipment, where appropriate, to facilitate the work and meet scheduled dates. Meets with shop supervisors and department heads to draw up realistic schedules. Coordinates movement of materials and work through various manufacturing phases. Maintains followup records and prepares reports.

Typical duties in overhaul and repair of aircraft and aircraft components. - From master schedules prepared by planning group, prepares detailed schedules for various feeder and assembly shops in accordance with bench and machine workload, capacities, and standards. Meets with shop supervisors and others to draw up realistic schedules. Arranges for delivery to shops of materials, special tools, equipment, and technical information in advance of shop needs. Follows up on work by means of records and direct observation. Investigates reasons for work stoppages or delays and takes or recommends corrective action. Observes utilization of manpower, equipment, and floor space with regard to needs of present work schedules and any anticipated changes in workload or capacity. Recommends changes in procedure, setting up of additional machinery, and use of additional or different equipment, where appropriate, to facilitate work and meet scheduled dates. Coordinates movement of materials and work through various manufacturing stages.

Pay Level

The pay level of all Progressman positions is **WD-8**.

KLD #011

**CFWS -- KEY LEVEL DEFINITION
SHIP PROGRESSMAN***Summary*

Determines the status of productive work by following up on physical progress. Obtains information of delays or anticipated delays in work progress, determines causes, and takes or recommends corrective action. Coordinates work among different production shops, and between production shops and outside work sites on a shipbuilding or ship repair operation.

Typical Work Performed

Using schedules, work authorizations, manning curves, and engineering plans and specifications, determines key points of work requiring close coordination or followup. Follows up on preliminary work started in shops and aboard ships, and expedites it, when required, by arranging for delivery of engineering plans, equipment, and supplies.

Participates in arrival conferences to obtain information on nature of work projects, availability dates of ships, materials, and engineering plans to be required, and changes made in preliminary plans and estimates. Supplies information at arrival conferences on shop facilities and materials available. May occasionally assist supervision by representing the Production Department in working out with the Supply Department solutions to certain industrial material problems.

Periodically estimates the physical progress of work during the ship's stay by following up on the movement of materials and work through various manufacturing and repair phases as necessary. Prepares periodic reports on progress of work and notes actual or anticipated delays.

Determines causes of delays, and makes recommendations for corrective action or revisions of schedules. Assists Ship Superintendent in coordinating shop operations aboard ship and recommends changes in manning to higher supervision when considered advisable. May act in occasional absence of Ship Superintendent. On completion of work, prepares reports on shops' performance in meeting schedules, and attends to prompt closeout of work orders.

Pay Level

The pay level of all Ship Progressman positions is **WD-8**.

KLD #012

**CFWS -- KEY LEVEL DEFINITION
SHIP SCHEDULER***Summary*

Analyzes work plans, design plans, availability of information and man-time estimates, and schedules work in various production shops and outside work sites in a naval shipbuilding or ship repair operation. Reviews reports of work progress and reschedules work as necessary. Develops scheduling standards.

Typical Work Performed

Analyzes advance work lists, manufacturing requests, preliminary man-time estimates, engineering plans and specifications, and material lists; and prepares overall preliminary schedules designating start and completion dates for each production shop involved in the major work phases on each item, particularly "mast" items, and specifying required dates for delivery to shops of materials, plans, parts, and job orders. Prepares tentative drydocking or berthing schedules.

Attends arrival conferences to obtain detailed information on nature of work projects, availability dates of ship, materials, and engineering plans required, and changes to be made in preliminary plans and estimates. Participates in and may conduct scheduling conferences, meets with shop supervisors and division heads, and incorporates information on current shop workload conditions, detailed shop estimates, and information regarding status of materials and plans into final schedules which are issued to make necessary revisions to the preliminary schedule.

During the working period, reviews reports on status of work and on delays experienced, and reschedules jobs as necessary.

Assists in reviewing scheduling adherence on completed availabilities, and in making recommendations to correct causes of departures from schedules in the future. Develops standard schedules for repeat-type work items and alterations and develops standard sequences for accomplishment of work, by type of ship and type of availability, for use in future scheduling action.

Pay Level

The pay level of all Ship Scheduler positions is **WD-8**.

PART II SUPERVISORY KEY LEVEL DEFINITIONS

KLD #013

CFWS -- KEY LEVEL DEFINITION SUPERVISORY PLANNER AND ESTIMATOR

Summary

Provides supervision as a first level supervisor to a group of nonsupervisory Planner and Estimators. Plans, assigns, and directs work; trains subordinates; initiates personnel actions; enforces disciplinary regulations and good housekeeping; and performs related duties.

Typical Work Performed

Plans and schedules work of group supervised. Reviews work requests to see that they are within station policy and to see whether engineering plans will be required. Assigns work to subordinates. Answers subordinates questions, resolves work problems, and gives technical assistance when required. Coordinates work of subordinates, prescribes methods and procedures, and sets standards of quantity and quality. Transmits written instructions, notices, and orders from higher authorities. Explains them as necessary, and insures that they are complied with. Takes part in a wide field of personnel matters concerning subordinates. Takes actions or makes recommendations regarding leave requests, performance ratings, promotions, demotions, transfers, separations, grievances and beneficial suggestions. Trains subordinates in work methods and procedures. Enforces safety, fire, and other regulations; and maintains good work practices in areas supervised.

Compiles information to improve planning and estimating techniques. Compares estimates with actual manpower and material requirements to evaluate efficiency. Compiles statistics to develop experience trends.

Maintains working library of reference materials, such as manuals, handbooks, technical bulletins, catalogs, standards, specifications, and design criteria.

Prepares or supervises the preparation of various reports, memoranda, and correspondence.

Pay Level

The pay level of all Supervisory Planner and Estimator positions is **WN-7**.

*KLD #014***CFWS -- KEY LEVEL DEFINITION
SUPERVISORY PROGRESSMAN***Summary*

Provides supervision as a first level supervisor to a group of nonsupervisory Progressmen. Plans, assigns, and directs work; trains subordinates; initiates personnel actions; enforces disciplinary regulations and good housekeeping; and performs related duties.

Typical Work Performed

Plans and schedules work of group supervised. Assigns work to subordinates. Answers subordinates' questions, resolves work problems, and gives technical assistance where required. Coordinates work of the group, prescribes methods and procedures, and sets standards of quality and quantity.

Transmits written information, notices, and orders from higher authorities. Explains them as necessary, and insures that they are complied with. Takes part in a wide field of personnel matters concerning subordinates. Takes actions or makes recommendations regarding leave requests, performance ratings, promotions, demotions, transfers, separations, grievances, and beneficial suggestions. Trains subordinates in work methods and procedures. Enforces safety, fire, and other regulations and maintains good work practices in areas supervised.

Supervises maintenance of charts, graphs, and other records of shop workloads and work forces, material deliveries, amount of work completed, rate of completion and similar data. Prepares, or supervises the preparation of various reports, memoranda, and correspondence.

Pay Level

The pay level of all Supervisory Progressman positions is **WN-7**.

KLD #015

**CFWS -- KEY LEVEL DEFINITION
SUPERVISORY SHIP PROGRESSMAN**

Summary

Provides supervision as a first level supervisor to a group of nonsupervisory Ship Progressmen by planning, assigning, and directing work, training subordinates, initiating personnel actions, enforcing disciplinary regulations and good housekeeping practices, and performing related duties.

Typical Work Performed

Plans and schedules work to be accomplished by group supervised, and provides for effective use of employees in terms of workload and completion dates. Consults with own supervisor on manpower needs and technical problems to avoid bottlenecks and delays. Serves as liaison with Planner and Estimators, Ship Schedulers, and with various shop supervisors regarding problems in progressing and work coordination.

Assigns work to subordinates, determines work priorities unless otherwise established, and revises priorities and schedules assignments as necessary. Resolves working problems. Takes necessary corrective action to overcome delays and coordinate work in his group in the interest of overall objectives. Prescribes progressing methods and procedures in keeping with work requirements and sets standards of quantity and quality. Follows up on work assignments to see that commitments are met.

Trains subordinates in work methods and procedures, proper use of progressing forms, and established regulations and policies. Participates in training programs for supervisors.

Takes part in a wide field of personnel matters concerning subordinates including performance ratings, leave requests, disciplinary and commendatory actions, promotions, demotions, transfers, separations, grievances, and beneficial suggestions.

Enforces safety, fire, and other regulations, and maintains good housekeeping in work areas supervised. Procures, issues, and advises on the use of safety equipment to be worn by subordinate employees on shipboard, work areas, etc.

Pay Level

The pay level of all Supervisory Ship Progressman positions is **WN-7**.

*KLD #016***CFWS -- KEY LEVEL DEFINITION
SUPERVISORY SHIP SCHEDULER***Summary*

Provides supervision as a first level supervisor to a group of nonsupervisory Ship Schedulers by planning, assigning, and directing work, training subordinates, initiating personnel actions, enforcing disciplinary regulations and good housekeeping practices, and performing related duties.

Typical Work Performed

Plans and schedules work to be accomplished by group supervised and provides for effective use of employees in terms of workload and completion dates. Consults with own supervisor on manpower needs and technical problems to avoid bottlenecks and delays. Serves as liaison with Planner and Estimators, Ship Progressmen, and with various shop supervisors regarding problems in scheduling.

Assigns work to subordinates, determines work priorities, unless otherwise established, and revises priorities and schedules assignments as necessary. Resolves working problems. Takes necessary corrective action to overcome delays and coordinate work in his group in the interest of overall objectives. Prescribes scheduling methods and procedures in keeping with work requirements, and sets standards of quantity and quality. Follows up on work assignments to see that commitments are met.

Trains subordinates in work methods and procedures, proper use of scheduling forms, and established regulations and policies. Participates in training programs for supervisors.

Takes part in a wide field of personnel matters concerning subordinates including performance ratings, leave requests, disciplinary and commendatory actions, promotions, demotions, transfers, separations, grievances, and beneficial suggestions.

Enforces safety, fire and other regulations and maintains good housekeeping in work areas supervised. Secures, issues and advises on the use of safety equipment to be worn by subordinate employees on shipboard, work areas, etc.

Pay Level

The pay level of all Supervisory Ship Scheduler positions is **WN-7**.

*KLD #017***CFWS -- KEY LEVEL DEFINITION
SUPERVISORY SHIP SURVEYOR***Summary*

Provides supervision as a first level supervisor to a group of nonsupervisory Ship Surveyors. Plans, assigns, directs, and reviews work; trains subordinates; initiates personnel actions; and performs related duties.

Typical Work Performed

Plans and schedules work of subordinates. Reviews subordinates' estimates of needed ship repairs, necessary materials, labor costs, and time required. Reviews the work specifications, inspection and test reports, and acceptance or rejection decisions made by subordinates. Makes such reviews principally on a spot check basis or on a selection of critical or exceptional cases.

Trains subordinates in work methods and procedures.

Acts on personnel matters concerning subordinates. Acts on performance ratings, leave requests, commendatory and disciplinary actions, promotions, demotions, transfers, separations, grievances, and beneficial suggestions.

As required, determines repair work necessary, interprets specifications for subordinates or for contractors' or ships' personnel, and makes decisions concerning work defects or deficiencies, substitution of materials, and changes of schedules and procedures.

Pay Level

The pay level of all Supervisory Ship Surveyor positions is **WN-7**.

KLD #018

**CFWS -- KEY LEVEL DEFINITION
SUPERVISORY AIRCRAFT EXAMINER***Summary*

Provides supervision as a limited first level supervisor to a group of nonsupervisory Aircraft Examiners and also performs nonsupervisory Aircraft Examiner work.

Typical Work Performed

Makes work assignments to subordinates in accordance with individual abilities, workload factors, and priorities. Plans work sequences. Passes on directives and instructions to subordinates, explains directives, and insures compliance. Makes minor interpretation, or requests information from higher levels about specific applications when in doubt. Assists subordinates to interpret blueprints, specifications, and directives. Reviews work of subordinates, spot checking as necessary. Gives on-the-job training in proper methods. Enforces safety regulations and other regulations, good housekeeping practices, and individual and group discipline.

Performs personnel functions appropriate to a first line supervisor. Acts on leave requests, prepares performance ratings, and initiates disciplinary or commendatory actions. Makes recommendations on promotions, demotions, transfers, separations, grievances, and beneficial suggestions, so far as these apply to, or originate from, subordinates.

Maintains, or supervises the maintenance of files of necessary technical data. Estimates needs for tools, equipment, and supplies for subordinate group and initiates requests. Prepares reports and any required correspondence. May supervise clerical employees.

Pay Level

The pay level of a Supervisory Aircraft Examiner position covered by this key level definition is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|----------------------|
| When the WG base grade is: | The WN pay level is: |
| WG- 9 | WN-3 |
| WG-10 | WN-4 |
| WG-11 | WN-5 |
| WG-12 | WD-6 |

KLD #019

**CFWS -- KEY LEVEL DEFINITION
SUPERVISORY AIRCRAFT EXAMINER**

Summary

Provides supervision as a full first level supervisor to a group of nonsupervisory Aircraft Examiners, either directly or through subordinate Supervisory Aircraft Examiners.

Typical Work Performed

Studies various administrative and technical directives received from higher authorities, and distributes them to subordinates with appropriate detailing of application and any additional instructions necessary. Usually receives instructions in terms of general objectives and results required and develops specific methods and procedures. Changes methods or procedures to meet changing workloads to the extent that policies and overall standards are not affected. Makes recommendations to higher supervision with regard to policies, standards, and overall goals. Directs subordinates through oral or written instructions, conferences, and observation of work.

Directs organization of subordinate units. Either directly or through subordinate Supervisory Aircraft Examiners, reassigns personnel among subordinates units to adjust to workload changes and to provide for rotational training. Works with subordinates on specific technical problems. Identifies and eliminates bottlenecks and other points of difficulty. Reviews critical or borderline situations when these are referred from subordinates. Makes final decisions on cases involving disagreements between Aircraft Examiners and production supervisors. Authorizes deviations from standards where necessary and appropriate, exercising wider latitude for judgment than is permitted to subordinates.

Selects individuals for special assignments and for training. Organizes and supervises on-the-job training programs, evaluates results of training, and makes recommendations for any additional training needed.

Makes performance ratings of subordinate supervisors and reviews or makes performance ratings of nonsupervisory Aircraft Examiners. Makes or endorses recommendations for promotions, demotions, transfers, and separations. Reviews and assists in solving grievances. Makes recommendations on beneficial suggestions.

Effects coordination with production and other personnel. Attends conferences with production, planning, and engineering groups to discuss mutual problems. Gives advice on problems, needs, and ability to assist during planning or project conferences, prototype conferences, or in examination and evaluation boards. Gives advice on new work, and

discusses practical needs, methods, and capacities. Procures material, equipment, and supplies necessary for organization supervised. Evaluates new equipment. Insures that testing equipment and other facilities necessary for the work are available, and plans location and use of equipment.

Insures an adequate safety program and compliance with security regulations.

Prepares or supervises the preparation of correspondence, and completes staff work for the organization supervised. Insures maintenance of necessary files, records, and reports. May supervise clerical employees.

Pay Level

The pay level of a Supervisory Aircraft Examiner position covered by this key level definition is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WN pay level is: |
| WG- 9 | WN-6 |
| WG-10 | WN-7 |
| WG-11 | WN-8 |
| WG-12 | WN-9 |

KLD #020

**CFWS -- KEY LEVEL DEFINITION
SUPERVISORY AIRCRAFT EXAMINER**

Summary

Provides supervision as a second level supervisor to a group of nonsupervisory Aircraft Examiners in two or more groups headed by subordinate Supervisory Aircraft Examiners.

Typical Work Performed

Plans and schedules work to be accomplished by subordinate supervisors. Directs work of subordinate groups in accordance with program objectives. Reviews work by means of reports and discussions with subordinate supervisors.

Assigns projects to subordinate supervisors. Determines work priorities, and revises priorities and schedules as necessary. Allots assignments to subordinate supervisors in accordance with workloads. Reassigns nonsupervisory employees among subordinate supervisors, where skills are transferable, on the basis of workload estimates, work priorities, and evaluation of work reports. Insures that Aircraft Examiners and any necessary equipment are available to accomplish assigned work. Insures that any special testing measuring equipment is on hand when needed.

Reviews and assists in developing on-the-job training given by subordinate supervisors, and supplements such programs as necessary. Conducts training for supervisors.

Confers with production supervisors to resolve differences or disagreements.

Makes performance ratings on subordinate supervisors and reviews ratings made by them. Makes or endorses recommendations for promotion, demotions, transfers, and separations. Reviews and assists in solving grievances. Makes recommendations on beneficial suggestions.

Effects coordination with production and other personnel. Attends conferences with production, planning, and engineering groups to discuss mutual problems. Gives advice on problems, needs, and abilities to assist during planning or project conferences, or on examination and evaluation boards. Gives advice on new work, and discusses practical needs, methods and capacities.

Procures materials, equipment, and supplies necessary for organization supervised. Evaluates new equipment. Insures that testing equipment and other facilities necessary for work are

available, and plans location and use of equipment. Prepares, or supervises the preparation of correspondence, and completes staff work for the organization supervised. Insures maintenance of necessary files, records, and reports. May supervise a small group of clerical employees.

Pay Level

The pay level of a Supervisory Aircraft Examiner position covered by this key level definition is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WN pay level is: |
| WG- 9 | WN-7 |
| WG-10 | WN-8 |
| WG-11 and above | WN-9 |

*KLD #021***CFWS -- KEY LEVEL DEFINITION
SUPERVISORY SHOP PLANNER***Summary*

Provides supervision as a second level supervisor to Shop Planners and other assisting personnel in the central planning staff of a shop group, or other unit of similar size and function. From master job orders, engineering plans, and similar directives, assigns job orders to subordinate Shop Planners through subordinate Supervisory Shop Planners. Directs and coordinates work.

Typical Work Performed

Plans and schedules work for subordinates. Reviews job orders, plans and estimates; and discusses technical aspects of the work with subordinates or personnel in other departments as necessary. Plans the assignment of work on the basis of overall workload status, priorities, employee performance and capabilities, and training needs. Reviews work by spot checks and examination of reports. Acts on such personnel matters as training, setting performance standards, evaluating performance, approving leave, appraising beneficial suggestions, and recommending disciplinary and commendatory actions, promotions, demotions, separations, and transfers. Enforces fire, safety, and other regulations. Instructs subordinates in procedures of planning and control, and in the application of new or revised job order specifications and standards.

Supervises timekeeping for staff and the preparation of manpower distribution records, cost control records, records of job order estimates, and similar items.

Cooperates with line supervisors to facilitate job planning and to work out solutions to bottlenecks and similar problems. Consults with line supervisors on schedules, sequences of operations, materials, equipment, all manpower requirements for projects, where solutions to problems exceed the capabilities or authorities of subordinates. Maintains communications with planning supervisors in other shop groups and with personnel in other divisions, such as Engineering or Transportation, and represents the shop group head in conducting business with such organizations.

Represents shop group planning at meetings, such as planning, scheduling and inspection conferences; and makes commitments for shop group as appropriate.

Pay Level

The pay level of a Supervisory Shop Planner position covered by this key level definition is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WN pay level is: |
| WG- 7 | WN-4 |
| WG- 8 | WN-5 |
| WG- 9 | WN-6 |
| WG-10 | WN-7 |
| WG-11 | WN-8 |
| WG-12 | WN-9 |

KLD #022

**CFWS -- KEY LEVEL DEFINITION
SUPERVISORY SHOP PLANNER***Summary*

Provides supervision as a first level supervisor to Shop Planners, and other assisting personnel, in the central planning staff of a shop group or unit of similar size and function. From the master job orders, engineering plans, and similar directives, assigns job orders to subordinate Shop Planners, and directs and coordinates their work.

Typical Work Performed

Plans and schedules work for subordinates. Reviews job orders, plans and estimates; and discusses technical aspects of the work with subordinates or personnel in other departments as necessary. Plans the assignments of work on the basis of overall workload status, priorities, employee performance and capabilities, and training needs. Reviews work by spot check and examination of reports. Acts on such personnel matters as training, setting performance standards, evaluating performance, approving (or recommending approval of) leave, appraising beneficial suggestions, and recommending disciplinary and commendatory actions, promotions, demotions, separations, and transfers. Enforces fire, safety, and other regulations.

Supervises timekeeping for staff and the preparation of manpower distribution records, cost control records, records of job order estimates, and similar items.

Cooperates with line supervisors to facilitate job planning and to work out solutions to bottlenecks and similar problems. Consults with line supervisors on detailed schedules, sequences of operations, materials, equipment, and manpower requirements for projects, where solutions to problems exceed the capabilities or authorities of subordinates. Maintains communications with planning supervisors in other shop groups and with personnel in other divisions, such as transportation or engineering.

As assigned, represents shop group planning at meetings, such as planning and scheduling conferences, and makes commitments for shop group as appropriate.

Pay Level

The pay level of a Supervisory Shop Planner position covered by this key level definition is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WN pay level is: |
| WG- 7 | WN-1 |
| WG- 8 | WN-2 |
| WG- 9 | WN-3 |
| WG-10 | WN-4 |
| WG-11 | WN-5 |
| WG-12 | WN-6 |

KLD #023

**CFWS -- KEY LEVEL DEFINITION
SUPERVISORY PRODUCTION SHOP PLANNER**

Summary

Provides supervision as a second level supervisor to a group of Production Shop Planners, and other assisting personnel, in the central planning staff of a shop. From the master job orders, engineering plans, and similar directives, assigns job orders to subordinate Production Shop Planners through subordinate Supervisory Production shop Planners. Directs and coordinates work.

In a separate work situation, directs and coordinates the work of a shop progressing section which is typically composed of several shop progressing areas, each of which includes various control centers.

Typical Work Performed

Plans and schedules work for subordinates. Reviews work orders, plans, and estimates, and discusses technical aspects of the work with subordinates as necessary. Plans the assignment of work on the basis of overall workload status, priorities, employee performance and capabilities, and training needs. Reviews work by spot checks and examination of reports. Acts on such personnel matters as training, setting performance standards, evaluating performance, approving leave, appraising beneficial suggestions, and recommending disciplinary and commendatory actions, promotions, demotions, separations, and transfers. Enforces fire, safety, and other regulations. Instructs subordinates in procedures of production planning and control and in the application of new or revised job order specifications and standards.

Supervises timekeeping for staff and the preparation of manpower distribution records, cost control records, records of job order estimates, and similar items.

Cooperates with line supervisors to facilitate job planning and to work out solutions to bottlenecks and similar problems. Consults with line supervisors on schedules, sequences of operations, materials, equipment, and manpower requirements for projects, where solutions to problems exceed the capabilities or authorities of subordinates. Maintains communications with planning supervisors in other shop groups and with personnel in other divisions, such as Planning and Estimating, Production Engineering, Ship Repair, and Design; and represents shop group head in conducting business with such organizations.

Represents shop group planning at meetings, such as planning, scheduling, and inspection conferences; and makes commitments for shop group as appropriate.

Pay Level

The Pay level of a Supervisory Production Shop Planner position covered by this key level definition is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|-----------------------------|
| When the WG base grade is: | The WN pay level is: |
| WG- 9 | WN-6 |
| WG-10 | WN-7 |
| WG-11 | WN-8 |
| WG-12 | WN-9 |

KLD #024

**CFWS -- KEY LEVEL DEFINITION
SUPERVISORY PRODUCTION SHOP PLANNER**

Summary

Provides supervision as a first level supervisor to Production Shop Planners, and other assisting personnel, in the central planning staff of a shop group. From master job orders, engineering plans, and similar directives, assigns job orders to subordinate Production Shop Planners, and directs and coordinates their work.

In a separate work situation, directs and coordinates the work of a shop progressing area typically composed of several control centers. Gives immediate supervision to the Production Shop Planners in charge of these centers and, indirectly, to other lower level assisting personnel.

Typical Work Performed

Serves as the principal supervisor of the shop planning staff in a small organization, or of a segment of the shop planning staff in a large organization.

Plans and schedules work for subordinates. Reviews work orders, plans, and estimates, and discusses technical aspects of the work with the subordinates as necessary. Plans the assignment of work on the basis of overall workload status, priorities, employee performance and capabilities, and training needs. Reviews work by spot checks and examination of reports. Acts on such personnel matters as training, setting performance standards, evaluating performance, approving (or recommending approval of) leave, appraising beneficial suggestions, and recommending disciplinary and commendatory actions, promotions, demotions, separations and transfers. Enforces fire, safety, and other regulations.

Supervises timekeeping for staff and the preparation of manpower distribution records, cost control records, records of job order estimates, and similar items.

Cooperates with line supervisors to facilitate job planning and to work out solutions to bottlenecks and similar problems. Consults with line supervisors on detailed schedules, sequences of operations, materials, equipment, and manpower requirements for projects, where solutions to problems exceed the capabilities or authorities of subordinates. Maintains communications with planning supervisors in other shop groups and with personnel in other divisions, such as Planning and Estimating, Production Engineering, Ship Repair, and Design.

As assigned, represents shop group planning at meetings, such as planning, scheduling, and inspection conferences; and makes commitments for shop group as appropriate.

When responsible for a shop progressing area, directs the movement of work and materials between the various control centers assigned. Reviews delay reports, investigates causes for delays, and decides upon actions necessary to expedite materials, parts, and work which are overdue. Initiates corrective actions required which exceed the authority of Production Shop Planners in the control center, such as reassigning work from one production control center to another. Maintains continuous follow-up on delays as shown by records of mechanized production control system. Maintains liaisons with other shop progressing areas, also planning groups, and shop supervisors to resolve dispatching, shop scheduling, shop loading, routing, or material problems. Advises shop supervision of current and future workloads to assist in planning manpower requirements.

Pay Level

The pay level of a Supervisory Production Shop Planner position covered by this key level definitions is shown by the table below:

| PAY LEVEL TABLE | |
|----------------------------|----------------------|
| When the WG base grade is: | The WN pay level is: |
| WG- 9 | WN-3 |
| WG-10 | WN-4 |
| WG-11 | WN-5 |
| WG-12 | WN-6 |

APPENDIX**ALPHABETICAL LISTING OF KEY LEVEL DEFINITIONS****NONSUPERVISORY:**

- Aircraft Examiner (KLD #003)
- Assistant Planner and Estimator (KLD #005)
- Assistant Production Shop Planner (KLD #002)
- Assistant Progressman (KLD #004)
- Maintenance Scheduler (KLD #009)
- Planner and Estimator (KLD #001)
- Production Shop Planner (KLD #007)
- Progressman (KLD #010)
- Ship Progressman (KLD #011)
- Ship Scheduler (KLD #012)
- Ship Surveyor (KLD #008)
- Shop Planner (KLD #006)

SUPERVISORY:

- Supervisory Aircraft Examiner (KLD #018)
- Supervisory Aircraft Examiner (KLD #019)
- Supervisory Aircraft Examiner (KLD #020)
- Supervisory Planner and Estimator (KLD #013)
- Supervisory Production Shop Planner (KLD #023)
- Supervisory Production Shop Planner (KLD #024)
- Supervisory Progressman (KLD #014)
- Supervisory Ship Progressman (KLD #015)
- Supervisory Ship Scheduler (KLD #016)
- Supervisory Ship Surveyor (KLD #017)
- Supervisory Shop Planner (KLD #021)
- Supervisory Shop Planner (KLD #022)